

MARYLAND STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD CARE – Credentialing Branch
 200 West Baltimore Street, 10th Floor • Baltimore, Maryland 21201
MARYLAND CHILD CARE CREDENTIAL APPLICATION

INSTRUCTIONS: Complete this application form and mail it with **all** documentation to the Office of Child Care (OCC) at the above address. Answer **all** questions completely in the space provided. For first application answer one of the questions on page two of the application. All applications must be accompanied by required documentation. **Incomplete applications will be returned.**

Applicant's Name: _____ <small>(Please print or type)</small> Last First Middle Maiden					
Social Security #(required): _____			Date of Birth (mo/day/yr): _____		
Mailing Address: _____ Number Street Apt. # (if applicable) City State Zip Code					
Work Phone #:(_____) _____		Home Phone #:(_____) _____			
E-mail: _____		CCATS ID Number _____			

I am a: (Check the appropriate box.)	
<input type="checkbox"/> Family Child Care Provider, registration #: _____	
<input type="checkbox"/> Child Care Center Employee: (check primary position)	
<input type="checkbox"/> Director (age group(s) _____)	
<input type="checkbox"/> Infant/Toddler Teacher	<input type="checkbox"/> Preschool Teacher <input type="checkbox"/> School-Age Teacher
<input type="checkbox"/> Infant/Toddler Aide	<input type="checkbox"/> Preschool Aide <input type="checkbox"/> Aide (School-Age)
<input type="checkbox"/> Other: _____ (age group(s) _____)	
Center Name _____ License #: _____	
Center Address _____ Number Street City State Zip Code	

APPLICATION TYPE: (check only one)	<input type="checkbox"/> FIRST APPLICATION <input type="checkbox"/> RENEWAL (To renew credential submit information pertaining to the previous 12 month period only.) <input type="checkbox"/> UPDATE/UPGRADE (To reactivate an expired credential or submit additional information for a higher level)
REQUIREMENTS	SUBMIT COPIES OF:
1. TRAINING	<ul style="list-style-type: none"> OCC Approved Training Certificates (Within 5 years of application date) College grade slips/transcripts (No expiration regardless of date) College degree with accompanying transcript from an accredited college or university. (Foreign degrees must be translated and evaluated before applying for Credential.)
2. PROFESSIONAL ACTIVITIES (Must be within 12-month of application date.)	<ul style="list-style-type: none"> Professional organization membership card(s) Canceled checks Letters of acknowledgement of participation in professional activities Other documentation, as appropriate. (Refer to the MCCC booklet for examples of PAUs)
3. EXPERIENCE	<ul style="list-style-type: none"> <u>Family Child Care Provider</u> – Copy of any family day care certificate of registration, including current certificate and copy of at least one child attendance sheet completed during the past 12 month period. <u>Center Staff</u> - letter of employment on center letterhead or other documentation (documentation of current employment required) Any other documentation of experience, letters, time sheets, staff evaluation card, etc.

I affirm that all information on this application and all attached documentation is true and correct. I understand that if I have had a child care license or registration suspended or revoked I may not be eligible to participate in the credential program. I further understand that there are penalties for giving false statements. I have attached all required information including, documentation of training, professional activity, and experience. My signature below makes this statement binding.	
Applicant Signature: _____	Date: _____

Keep a copy of the completed application (Page One and Two) and all documentation for your files.

MARYLAND CHILD CARE CREDENTIAL APPLICATION – PAGE TWO

Essay Purpose: Reflection

The Credential Essay is designed to enable the applicant to reflect thoughtfully on his/her career as an early childhood educator and/or administrator. Reflection allows child care professionals to “paint a picture” of current practice and focus on improving skills and knowledge. As a professional it is necessary to reflect on your practices and interactions with children and families. Reflection can result in opportunities for continuous improvement of practice and skills. Stop and take time to reflect daily as you interact with children and families. Listen openly to the ideas of others. Reflect on your work and the work of others around you. Consider and implement ways to develop your practice.

Take a moment to reflect on your career and future goals for professional growth.

- In 300 to 500 words answer one of the questions below.
- Your answer can be handwritten (legible) or typed.
- Check the box next to the question you are answering.
- You may either write your essay below or attach your essay to the application.

☐ Why did you become a child care professional?

☐ Why do you want to get the Maryland Child Care Credential?